



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-12-14**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Cultural Affairs Specialist

**OPENING DATE** Tuesday: May 1, 2012

**CLOSING DATE** Tuesday: May 22, 2012

**WORK HOURS** Full-time; 40 hour workweek

**GRADE/SALARY** FSN-10 \$21,680.00/USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SOUTH SUDAN**

The U.S. Embassy in Juba, Sudan is seeking a qualified individual for the position of Cultural Affairs Specialist at the Public Affairs Section.

**BASIC FUNCTION OF POSITION**

Under the direct supervision of the PAO, proposes, plans and implements wide range of educational exchange and cultural programs in order to promote U.S. policy goals in South Sudan. Serves as PAO's principal advisor on South Sudanese developments on a wide range of public policy issues and emerging leaders involved in economic development, sports, public health, culture, education and the arts. Contributes to PAS contact lists, suggests materials for local distribution, visits institutions and events, takes notes and drafts reports. Liaises with local schools and English-language programs, assessing needs and helping provide support.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

Bachelor's Degree in the humanities or social sciences.

**2. Work Experience:**

Five years of progressive experience in government, education, cultural affairs or public relations in an institutional setting. Grant administration experience preferred.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level IV (Fluent)  
Arabic: Level IV (Fluent)

**4. Skills and Abilities:**

- Ability to work under extreme pressure and meet deadlines.

- Ability to adjust to rapidly changing priorities.
- Strong planning, interpersonal and administrative skills.
- Ability to manage numerous detailed programs at one time, work with peers effectively, and influence superiors in order to achieve overall team objectives.
- Must be able/ willing to travel within South Sudan.
- Must be able to draft correspondence and reports in English.
- Must be able to translate between Arabic and English.
- Strong Microsoft Office computer and internet skills in order to work quickly and effectively.

#### **SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

#### **TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to the US Embassy, Juba addressed c/o Faustino Jadri or U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.